



MINUTES
GOVERNMENT OPERATIONS COMMITTEE
Thursday, March 12, 2020, Chambers – 5:30PM

CALL TO ORDER: By Hon. Ryan Foley, Chair called the meeting to order at 5:33PM

MEMBERS: Legislators Tricia Kerr, Timothy Lattimore, Christopher Petrus, Paul Pinckney, Charlie Ripley, and Ben Vitale (Vice Chair)

EXCUSED: Paul Pinckney and Timothy Lattimore

OTHERS: Chair Aileen McNabb-Coleman, Legislators Hans Pecher, Elane Daly, Heidi Nightengale, County Attorney Chris Palermo, IT Interim Director Paul Bornemann, County Clerk Sue Dwyer, Board of Election Deputy Commissioner Roberta Massarini and Kia Larsen, Veterans Director Jessica Strassle, Assistant County Attorney Brittany Massi, Purchasing Director Don Carr, Confidential Security to County Attorney Lacey Bailey, Deputy Clerk of Legislature Amanda Morgan

MINUTES TO APPROVE: February 13, 2019, **Motion by Petrus, 2nd by Vitale, all in favor**

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

1. The above named resolution is a one year extension of our agreement for ballot design and printing (Phoenix presented a five year extension which we rejected, as we intend to seek local printing bids due to changes in our printing needs).
2. In cooperation with IT we have evaluated the polling location in Cato as an Early Voting site for this year. Connectivity is sufficient for our needs and we have therefore decided to switch the North Early Voting site from Conquest to Cato. We are hoping this will generate more voter participation at the Northern site.
3. We surveyed several possible voting locations in Moravia hoping to move the Southern Early Voting site. None of suggested sites proved workable because of the number of days a location would need to be available. Therefore, the Southern site will again be in the Venice Town Hall.
4. We have added the Casey Park Recreation Center as a second Early Voting location in the City of Auburn. We are continuing our use of the Clifford Park Club House.
5. For the two primaries and general election day we will be again use the Moravia Justice Center.
6. The Commissioners spent considerable time scheduling inspectors and managers for the April Early Voting and Primary Day. Coordinating available of poll workers for the nine Early Voting days and Primary proved difficult, given the winter travel schedules of some of our usual workers.
7. So far this year our office has processed 345 new registrants, 781 transfers and 45 name changes for our records. We processed 237 party affiliation changes prior to the February 14th deadline for eligibility for this year's Presidential Primary. (No party changes can be processed from February 14th until June 30th).
8. Office staff and Deputies have been busy carrying out the required mail check and verifying the information from the National Change of Address file. All of this must be completed prior to our mailing of address verifications in March.
9. Staff designed and we had printed a supply of "recruiting brochures" for poll workers which will be available at all poll sites. We are hoping to resupply our inspector corps.

BOARD OF ELECTIONS:

3-20-GO-4 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign Phoenix, Inc. Contract. **Motion by Ripley, 2nd by Petrus, all in favor**

Sheila Smith (Clerk of the Legislature) –

- State of the County and City Luncheon will take place Thursday, March 26, 2020 at the Hilton Garden Inn, 74 State St., Auburn, NY. Reservations must be in by Tuesday March 17. – Morgan lets the committee know that the event has been canceled.
- I will complete the Auditing function duties by the end of the month and will send Departments information on who they will need to contact for any auditing questions.

- I have resent the Accident and Vehicle Policies to all Department Heads and asked that they go over these policies with their employees

Christopher Palermo (County Attorney) – no updates

Palermo talks about some plans going forward and the office. He says on the technological front for the office the trouble has been paper. He says with the assistance of Paul Bornemann they have been looking into a software called Legal Files. He says we would like to see us deal with the problems of resolutions and the approval process.

Susan Dwyer (County Clerk) – NO UPDATES

3-20-GO-1 Authorizing the Cayuga County Clerk to create and fill a Full Time Index and Recording Clerk. **Motion by Petrus, 2nd by Ripley, all in favor.**

Jessica Strassle (Veterans) – NO UPDATES

Discussion:

Strassle discusses the accreditation of all of the Veterans Office employees and they plan to be dual accredited by the end of the month with American Legion and Veterans Services Affairs. She says she submitted the grant application today to get a new van today. She was asked she be the POC for the state for Army reserves and they asked her to come on for a 3 month tour. She will be in Syracuse and that will be until June.

3-20-GO-2 Resolution in support amending the New York Alcohol Beverage Control Law with regard to Veterans and Fraternal Organizations. **Motion by Ripley, 2nd by Petrus, all in favor.**

RESOLUTIONS:

PURCHASING:

3-20-GO-3 Update to Cayuga County Purchasing Policy. **Motion by Ripley, 2nd by Petrus, all in favor.**

Paul Bornemann (Information Technology) –

- 8x8 Phone system high-level deployment schedule shared with departments this includes
 - Configuration Planning
 - Training
 - Roll out
 - Deployment by building/department schedules are in development
 - Pending final paperwork approvals
- CPS – Northwood Application Implementation wrapping up in March
 - Project completion meeting scheduled for 3/19
- Work planned/budgeted for 2020
 - Adding Munis Upgrade Project
- Follow up from last month’s meeting requesting more details about IT spending - attached is the basis for the **2020 application software** budget by “primary” department (pdf file). Some departments do not purchase all of their IT applications / services through IT budget including (examples include: DSS, BOE, DA, and MENTAL HEALTH).

Discussion:

Foley says the IT work group has been meeting and they are trying to work through whether or not we want to have an IT Director or contract through Entre. He says that they have also been talking about Munis and how financial reporting will be obsolete next year. He says there is likely to be a resolution for the additional training, so the IT stakeholders can go to the conference and come back to train county employees. Bornemann says they are buying a 15 day of web based training. He says there might be a resolution if there is other costs that come up with upgrading the software. Ripley asks when this will take place and Bornemann says by this summer between June and August they will need to upgrade. Kerr says that she would like to see two trained and informed IT staff to help the users of Munis. Foley says one of the most significant things they discussed was Bornemann’s long term plan of the administrative aspect of the IT office. Bornemann discusses the plan to have Lead Tech. turn into It Director and then back fill the Lead Tech position. Foley asks if that fits in with the budget plan of this year and Bornemann says yes it does fit in with their budget plan this year.

Motion by Vitale to adjourn 6:23PM, 2nd by Petrus, all in favor.